## ISSUER QUICK REFERENCE CARD

## **ADDING ADDITIONAL SUBSCRIBERS**

- 1. Navigate to MyGinnieMae via <a href="https://my.ginniemae.gov">https://my.ginniemae.gov</a>.
- 2. Select Login.
- 3. Login with you MGM credentials.
- 4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

The Pools & Loans Page will display.



5. Select the appropriate **Pool number**.

The Pool Details Page will display.

- 6. Select the **Edit** button.
- 7. Select the **Delete** icon in the row of the Subscriber to be removed.
- 8. Select Save.

